

BUILDINGS AND GROUNDS SECURITY

Buildings of the Maquoketa Valley Community School District constitute one of the greatest investments of the school district. It is deemed in the best interest of the district to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing and heating equipment. The Board requires and encourages close cooperation with local police, fire and sheriff's departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the protection of entrance to buildings by keys in the hands of unauthorized persons.

A school employee who knowingly issues a key or keys to an unauthorized person is subject to the following disciplinary action:

- First Offense - One day suspension without pay
- Second Offense - Five days suspension without pay
- Third Offense - Termination of employment with this school district.

Records and funds shall be kept in a safe place and under lock and key when required.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

LEGAL REFERENCE:

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: February 19, 2007

DATE OF REVISION: October 10, 1984

**MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223**